

Student & Family Resource Handbook

Harbor Beach High School – You’re Family Here!

Harbor Beach Community Schools
402 S. Fifth St.
Harbor Beach, MI 48441
989-479-3261

2022-2023 Edition

Please refer to our website for the most current information.

www.hbpirates.org



Daily Schedule

Period	Monday-Thursday	Friday
1	7:50 - 8:39	7:50 - 8:33
WIN Time	8:42 - 9:05	No WIN Time
2	9:08 - 9:57	8:36 - 9:19
3	10:00 - 10:49	9:22 - 10:05
Lunch	10:49 - 11:24	10:05 - 10:39
4	11:24 - 12:13	10:39 - 11:22
5	12:16 - 1:05	11:25 - 12:08
6	1:08 - 1:57	12:11 - 12:54
7	2:00 - 2:49	12:57 - 1:40



To the Students of Harbor Beach High School:

On behalf of the entire high school staff, I want to welcome you to the 2022-2023 school year! We are all looking forward to working with you this new school year as we continue our tradition of academic and athletic excellence.

Harbor Beach High School has a lot to offer, and I encourage you to take advantage of your high school years and dedicate yourself now to a lifetime of learning. Work hard in your classes while preparing for your future. Get involved in school sports, clubs, and other enriching extra-curricular activities. Your wonderful experiences will create memories that will last a lifetime.

People generally get what they want from an education. Those who work hard achieve greatness, while those who try to get by with the bare minimum have little to show in the end.

Regrets are often hard to live with. I want you to have a school year with no regrets. Leave each class period knowing that you worked hard and learned something new. Walk away from the PSAT or SAT glad that you prepared as much as you did. Step off the athletic field or court – after a win or a loss – proud that you practiced hard beforehand and that you competed with determination. Show kindness to everyone, and make friends out of acquaintances. Walk across the stage at your graduation glad that you were involved, proud that you tried your best, and confident that you're ready for life beyond high school. Continue your education after high school happy that you applied yourself and that you acquired scholarships and other opportunities that will make the next step easier or, for that matter, possible. I don't know anyone who regrets doing the right thing or working hard, but I know plenty who regret wasting time or being rude to others. You can't go back to change things later. At the end of each day and year, I hope you can say, "I'm glad I did..." instead of "I wish I had..." Keep that in mind every day as you interact with others and attend classes, practices, and activities. If you do, then the 2022-2023 school year will certainly be your best year yet.

The incredible staff at Harbor Beach High School is here to help you on your journey to excellence.

Welcome to your best year yet!



Aaron Bulgrien
Harbor Beach High School Principal

Introduction

This handbook is a summary of Harbor Beach Community High School's rules and expectations and is not a comprehensive statement of school policies and procedures. The Harbor Beach Community School Board's comprehensive policy manual is available for public inspection through the District's website (<http://www.hbpirates.org/>) or at the Harbor Beach Community School District office, located at 402 S. Fifth St. Harbor Beach, MI 48441.

The School Board governs the school district and is elected by the community. Current School Board members are:

Ron Hiller	President
Allan Booth	Vice-President
Nancy Krueger	Secretary
Paul Hunter	Treasurer
Nick Bradley	Trustee
Jason Holdwick	Trustee
David Navock	Trustee

The School Board has hired the following administrative staff to operate the school:

Dr. Shawn Bishop	Superintendent
Aaron Bulgrien	High School Principal
Troy Schelke	Athletic Director
Jeff Kowaleski	Facilities/Maintenance Director
Cathy Cook	Food Services Director
Deb Hunter	Administrative Assistant to the Superintendent

The school is located and may be contacted at:

402 S. Fifth St.
Harbor Beach, MI 48441
(Office) 989-479-3261
(Fax) 989-479-9881

STAFF CONTACT

We request that you do not call staff during their class time and refrain from calling them between the hours of 7:30 a.m. and 3:00 p.m. They need this time to get ready for the school day and ready the students for dismissal at the end of the day. For staff contact information, please refer to our website (<http://www.hbpirates.org/>).

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, indicating their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or her-self in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

All visitors are required to enter and exit the building through the front high school entrance.

Closed Campus Procedures

Students are not allowed off-campus during the school day. The following exceptions will be allowed, providing proper procedures are followed:

1. Attendance at the Huron Area Technical Center (Students who drive to school must leave their car at the school unless otherwise given permission to drive to HATC by administration.)
2. Attendance at on-the-job training.
3. Pre-arranged medical or dental appointments. (A note from the parent/guardian must be submitted before the appointment.)
4. Express permission from parent/guardian.
5. Other emergencies as approved by building administrator or designee.

All students are required to enter and exit the building through the front high school entrance.

Annual Notifications

Notice of nondiscrimination and grievance procedures

Nondiscrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator:

Dr. Shawn Bishop, Superintendent

Harbor Beach Community Schools
402 S. Fifth St.
Harbor Beach, MI 48441
989-479-3261

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland OH, 44114-2611.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the District Coordinator's office.

Notification To Parents Regarding Student Records

Mrs. Tamlyn is the Custodian of Records and is responsible for the supervision of student records at the school. Her office is located in the High School or she can be reached by calling 989-479-3261 Ext. 300.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record are inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- B. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- C. Sign a written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information (including name, address, and phone number, regardless of the District's definition of student directory information) to be accessible to official recruiting representatives of the armed forces or institutions of higher learning, then the officials of the school shall not allow that access to the student's directory information. The Board shall notify students, parents, and guardians of the opportunity to deny release of directory information. The election will remain until revoked in writing (see Form 8330 F13).

- D. File a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202 - 4605.
- E. Obtain a copy of the District's Policy 8330 and AG 8330 on student records.

The District has established the following information about each student as "directory information": Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories. The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days (**refer to Policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information.

Memorandum To Parents Regarding School Board Policy On Drug Free Schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school.

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings or delays for any reason will be announced using the Rave system. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Attendance

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2) The child is attending a state-approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.

- (3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at 989-479-3261 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Additionally, on the eleventh (11th) absence of any kind in a class, the student will receive no credit for the course that semester due to poor attendance. This decision may be appealed to a committee consisting of the principal, guidance counselor, and a teacher. An appeal may be granted when a student and parents can document chronic or long-term illness, hospitalization, bereavement, court appearances, family emergencies, or extenuating circumstances that warrant excessive absence from school and if the student has otherwise earned a passing grade for the course.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Truancy

Students who accumulate an excessive number of absences consisting of 10 or more excused or unexcused absences, or who are late for their first period class 10 or more times within a marking period will be referred to the Huron County Truancy Intervention Program and may be placed upon an attendance contract by the school.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Tardiness

Students who have not arrived in class by the time the second bell has rung will be considered tardy for that class. Continued habitual tardiness may result in after school detention or suspension from school. For the purposes of awarding or denying credit, three tardies in a class will count as one absence.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Dual Enrollment

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. The student must at least possess junior or incoming junior status in high school.

2. Application and admission to the postsecondary institution are the responsibility of the student.
3. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal.
4. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript.
5. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
6. Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.

Advanced Placement (AP)

Advanced Placement classes are courses that are specifically designed to meet college requirements for credit and/or exemptions from required course work at the college level. Students who are enrolled in these classes are eligible to take AP exams, which are administered in May of each year. Depending on the test score and the policy of individual colleges, a student may receive college credit for the course. AP courses offered at Harbor Beach High School include but are not limited to: AP Biology, AP Stats, AP Computer Science A, AP Computer Science Principles, AP Calculus, and AP Physics. Students who enroll in an AP course are committing to a full year in the program, and all AP courses are graded on a 5.0 scale.

AP Exam Policy

- The school will cover the cost of a student's AP test if the student's grade in the course is 80% or above at the end of the first semester.
- Students must pay a deposit of \$15 (the cost to cancel at test) when the test is ordered. If they keep their grade above an 80%, they will receive this money back on the day of the test.
- If a student's grade drops below 80% after the end of first semester, the student will either have to cancel the test and not receive the deposit back or pay the full amount for the test if he or she wishes to take it.
- Special exemptions can be granted if agreed upon by the principal, instructor, and testing director on a case-by-case basis.
- Any student whose grade is below 80% but who wishes to take the test may do so provided he or she pays for the test.
- Students on free or reduced lunch can pay for the test at a reduced rate.
- Any student in an AP class who does not wish to take the AP test will have to take a final exam for the class on the day of the AP test. Students who take the AP test are exempt from the second semester final exam.

Credit for Alternative Courses and Programs

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

Dual Enrollment Courses

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

Foreign Language

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the board. The amount of credit will be based on foreign language proficiency achieved.

Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

Early Graduation

Students who will have successfully completed graduation requirements after six (6) semesters may petition to graduate. Applications must be submitted to the principal prior to the beginning of the student's 5th semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the sixth semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal before the end of the student's fifth semester. At the conference the student should be prepared to justify his/her request to graduate early.

High School Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
 1. At least 4 credits in English language arts that are aligned with state subject area content expectations.
 2. At least 3 credits in science that are aligned with state subject area content expectations, including completion of at least biology and either chemistry or physics.
 3. At least 4 credits in mathematics that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, pre-calculus, calculus, applied math, accounting,

business math, a retake of algebra II, a course in financial literacy as described in section 1165.

1. A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded for the purposes of this section and section 1278b.
 2. A student also may partially or fully fulfill the algebra II requirement by completing a department-approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
 3. Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
 4. At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics, and a civics course.
 5. At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
 6. At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
 7. At least 2 credits in a language other than English, based on state guidelines.
3. A personal curriculum may be requested for the student that modifies certain of the Michigan Merit Standard requirements. If all the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All the following apply to a personal curriculum:
1. The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher, and the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist should also be included in this group. The teacher included in the group developing the personal curriculum shall be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in a subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group.
 2. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

3. Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.
4. The student's parent/legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
5. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
6. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum under this subsection.
7. The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the mathematics credits required and only if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school. The requirement that a student must successfully complete at least 1 mathematics course during his/her final year of high school enrollment is not subject to modification as part of a personal curriculum. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:
 1. Has successfully completed the same content as 1 semester of algebra II.
 2. Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.
 3. Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as 1 semester of algebra II.
8. The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
 1. The student has successfully completed 2 credits of the social science credits, including the civics course.
 2. The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.
9. The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.
10. The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.

11. If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

District Graduation Requirements:

In order for a student to qualify for a diploma in this District, s/he must have satisfactorily completed the following courses and earned at least twenty-four (24) credits in grades nine through twelve, including the requirements listed below.

Graduation from Harbor Beach Community School District High School requires the successful completion of twenty-four (24) academic credits. Any course successfully completed for one (1) semester is given one-half (1/2) credit. Any course successfully completed for the entire year is given one (1) full credit. Harbor Beach Community Schools grants credit on a semester basis for all courses; that is, a student is required to successfully complete a minimum of one (1) semester to receive any credit. Every student must complete the equivalent of eight (8) full semesters of high school in grades 9-12.

All students must have a full schedule; no more than one non-letter graded or one credit/no-credit course per semester; no credit is given for Seminar, and students must complete a Seminar Agreement to enroll in a Seminar period.

English Language Arts:	4 credits
English Language Arts 9 (1 credit)	
English Language Arts 10 (1 credit)	
English Language Arts 11 (1 credit)	
English Language Arts 12 or College English (1 credit)	
Mathematics:	4 credits
Students must have a math course each year of high school	
Algebra I (1 credit)	
Geometry (1 credit)	
Algebra II (1 credit)	
Math or math-related class in the senior year (1 credit)	
Science:	3 credits
Biology or Equivalent (Agricultural Biology) (1 credit)	
Physics or Chemistry (1 credit)	
Science Elective (1 credit)	
Social Studies:	3 credits
Historical Perspectives of Civics (1/2 credit)	

American Economic History (1/2 credit)
United States History I and II (1 credit)
World History I and II (1 credit)

Physical Education and Health: 1 credit

Visual, Performing or Industrial Arts: 1 credit

World Languages: 2 credits

Or, 2 credits of grade-appropriate language instruction anytime during grades K-12 (meaning these credits no longer need to be equivalent to high-school level language courses in order to count). For students graduating in the classes of 2016-2021 only, they would also be allowed to substitute a CTE course or an additional visual or performing arts course for one of the two required credits of foreign language.

Electives: 5 credits

Technology: 1 credit

Total Required Academic Credits: 24 credits

Total Required Service and Participation Credits: 100 credits

Class Ranking

In 2007 our Board of Education developed a formula for the determination of Valedictorian and Salutatorian as well as the determination of the Class Rankings. Therefore, you may have students with higher Grade Point Averages actually ranked lower than those who have lower Grade Point Averages as the formula takes into consideration the individual student's Grade Point Average as well as their Composite SAT Score. So, the formula is the final determination as to the class rank, the Valedictorian, and the Salutatorian.

Please see the examples below.

SAT Formula

GPA Score Multiplied by 250: Example – $4.0 \times 250 = 1000$

Plus

SAT Score divided by 1.6: Example – $1500 / 1.6 = 937.5$

Total Score = 1937.5

When we switched to the above formula, we discovered that there were always some students that had achieved a Grade Point Average of 3.00 or above that did not get any recognition as Honor Students. Therefore, we are now recognizing those few students for their hard work and dedication. So, the system we use to determine the class rankings and the Valedictorian/Salutatorian has not changed; we are simply including those students with a 3.00 GPA or above as Honor Students. Please see the listing below:

Honor Students

Honors: GPA of 3.000-3.399
Cum Laude: GPA of 3.400-3.599
Magna Cum Laude: GPA of 3.600-3.799
Summa Cum Laude: GPA of 3.800-4.000

Service and Participation Credits

Credits need to be earned in two categories: service and activity.

Definitions:

- A. **Service** is defined as a task that is completed to better the community that is done for no financial compensation.
- B. **Activity** is defined as being part of a school-endorsed club or group.

Points can be earned in each area.

Scale – how points are earned:

- A. **Service:** one point for each hour of service time.
- B. **Activity:** 25 points for each school-endorsed club or group that is successfully completed in good standing.

Requirements beginning with the Class of 2011:

100 points total
Minimum of 25 points from **Service**
Minimum of 25 points from **Activity**

Testing Out

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.

- c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
 - a. The course teacher, building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
 - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. Lunch is served every school day beginning at 10:34 a.m., except when there is a half day early dismissal.

Paid lunch for grades 5 through 12 is \$2.25 per day. Reduced lunch is \$.40 per day. Students may qualify for free or reduced lunches. Applications are sent home in the pre-registration packets and are also available at the high school office.

Paid breakfast is \$1.25 for all grade levels. Reduced breakfast is \$.30 per day. Students may qualify for free or reduced breakfast by filling out an application.

All students, no matter what lunch status they qualify for, are charged an extra \$1.50 per *a la carte* item at lunch. All students are expected to have the money in their accounts before the purchase of any extra item.

Bus Transportation

The district provides bus transportation to and from school for students living outside the Harbor Beach city limits. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the transportation director.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director or building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.

2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows without the bus driver's permission.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the transportation director.

Parking

Students may park their vehicles in the northern portion high school parking lot located at Third St. and Ward St. between the hours of 6:00 a.m. and 7:00 p.m. Vehicles must be parked between the painted lines and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The southeastern portion of the high school parking lot lots designated for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Also, students are not to park beyond the orange dividing gate located on the north side of the building at the terminus of Fourth St., nor are students to

park in the adjacent streets. Student vehicles parked in these areas may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
2. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

General Building Conduct

Students shall not arrive at school before 7:30 a.m. and classes begin at 7:50 a.m. and students are dismissed at 2:49 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in disciplinary action:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed and placed in the student's locker.

- Students shall not run, talk loudly, or yell in the hallways, nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Water-guns, play guns, and/or real guns are not permitted at school.

School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats and other types of headgear may not be worn in the building during the school day. Please store these items in lockers.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. The length of skirts and shorts should not be shorter than the length of the students' fingertips with the arms held in a relaxed downward fashion.
- Students are not to wear clothing that is low-cut or displays a bare midriff or torso in the back, front, or side.
- Underwear items, including bra straps, must not be visible.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Student Discipline

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or vaping materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

- b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
 5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. Cell phones and other electronic devices are not to be used during instructional time unless the student's teacher grants permission, or it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials.
 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 9. Fighting.
 10. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 12. Being absent without a recognized excuse.

13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.

7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. Lunch detention (in-school).
11. In-school detention suspension/detention.
12. After-school detention, provided the student's parent/guardian has been notified.

Cell Phones

Students may use their cell phones during lunch and between classes. Students must keep phones silent and out of sight and not use them during instructional time unless they have their teacher's permission. Phones may not be used in restrooms or locker rooms.

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use.

Disciplinary Offenses: Violations And Minimum Penalties/Guidelines

These minimum penalties are considered guidelines only. Building administration reserves the right to impose appropriate disciplinary sanctions based upon extenuating circumstances, severity and frequency of offense, and overall discipline record of the student.

I. Student Attendance: Skipping class, leaving class without permission, excessive tardiness.

1st Offense: 1 hour before or after school detention.

2nd Offense: 3 hours before or after school detention. Parent notification.

3rd Offense: 1 day out of school suspension. Parent notification.

II. Student Attendance: Truancy, skipping school, leaving campus without permission.

1st Offense: 1 day out of school suspension. Parent notification.

2nd Offense: 2 days out-of-school suspension. Parent notification.

3rd Offense: 3 days out-of-school suspension. Parent notification.

III. Cell Phone Violation: Inappropriate use of cell phone (or other electronic device).

1st Offense: Confiscation of phone, review of policy, returned at the end of the day.

2nd Offense: Confiscation of phone for one week.

3rd Offense: Loss of cell phone privileges.

IV. Student to Student Relationships

1. Excessive showing of affection.

1st Offense: Warning

2nd Offense: 1 hour before or after school detention. Parent notification.

3rd Offense: 3 hours before or after school detention. Parent notification.

2. Use of obscene or profane language in verbal or written form using pictures, caricatures, e-mail or electronic information, or obscene gestures directed at fellow students.

1st Offense: Warning. Parent notification

2nd Offense: 1 day out-of-school suspension. Parent notification.

3rd Offense: 3 days out-of-school suspension. Parent notification.

3. Fighting. (Physical contact between two or more participants which does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, pinching, or spitting.)

1st Offense: 1 day out-of-school suspension. Parent notification.

2nd Offense: 3 days out-of-school suspension. Parent notification.

3rd Offense: 5 days out-of-school suspension. Parent notification.

4. Extortion. Obtaining money or anything else from another student by threatening means.

1st Offense: 1 day out-of-school suspension. Parent notification.

2nd Offense: 3 days out-of-school suspension. Parent notification.

3rd Offense: 5 days out-of-school suspension. Parent notification.

5. Threatening students with bodily harm.

1st Offense: 1 hour after school detention. Parent notification.

2nd Offense: 1 day out-of-school suspension. Parent notification.

3rd Offense: 3 days out-of-school suspension. Parent notification.

6. Possession of property belonging to others, theft.

1st Offense: 1 day out-of-school suspension. Parent notification.

2nd Offense: 3 days out-of-school suspension. Parent notification.

3rd Offense: 5 days out-of-school suspension. Parent notification.

7. Possession or use of squirt guns or similar devices on school grounds or buses.

1st Offense: 1 day in-school suspension. Permanent loss of device. Parent notification.

2nd Offense: 1 day out-of-school suspension. Permanent loss of device. Parent notification.

3rd Offense: 3 days out-of-school suspension. Permanent loss of device. Parent notification.

8. Sexual Harassment / Harassment

1st Offense: 1 day in-school suspension. Parent notification.

2nd Offense: 1 day out-of-school suspension. Parent notification.

3rd Offense: 3 days out-of-school suspension. Parent notification.

V. Student to Teacher Relationships

1. Cheating

1st Offense: Failure on Test/Assignment. Parent notification.

2nd Offense: Failure on Test/Assignment. Parent notification.

3rd Offense: Failure on Test/Assignment. 1 day in-school suspension. Parent notification.

2. Use of obscene or profane language in verbal or written form using pictures, caricatures, or obscene gestures directed at any school personnel or authorized guest.

1st Offense: 1 day out-of-school suspension. Parent notification.

2nd Offense: 5 days out-of-school suspension. Parent notification.

3rd Offense: Up to 10 days out-of-school suspension. Parent notification. Possible expulsion.

3. Minor insubordination, minor disruption of the learning environment.

1st Offense: Warning. Parent notification.

2nd Offense: 1 hour before or after school detention. Parent notification.

3rd Offense: 1 day out-of-school suspension. Parent notification.

4. Gross insubordination, major disruption of the learning environment.

1st Offense: 1 day out-of-school suspension. Parent notification.

2nd Offense: 3 days out-of-school suspension. Parent notification.

3rd Offense: Up to 10 days out-of-school suspension. Parent notification. Possible expulsion.

5. Intentionally or deliberately pushing, shoving, spitting at, hitting, or striking, or the attempt or threat to push, shove, spit at, hit, or strike a teacher, school employee, or other guest lawfully permitted by the building administrator to be on the building premises.

Invoke the Michigan Revised School Code:

Physical Assault - Pupil to Employee, Volunteer or a Person Contracted by the District - is defined, in the Michigan Compiled Laws section 380.1311a, as the act of intentionally causing or the attempting to cause physical harm to another through force or violence. A pupil who commits physical assault in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311(2)) until such time of reinstatement under Section 380.1311(5).

Weapon-Free Schools

In order to provide a safe learning environment for all children, our schools must be weapon-free.

- A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.
- B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun,

knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray or brass knuckles.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Bullying, Intimidation & Harassment

Bullying is an intentional, repeated, harmful action where an imbalance of power has been established. This may include, but is not limited to any written, verbal, graphic, social/emotional, or physical act that is committed in person or transmitted electronically.

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening, or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Lunch & Cafeteria Rules - Closed Lunch

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. When finished eating, students shall clean the area in which they are seated and dispose of any trash in the appropriate receptacle. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service or to use a vending machine.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities and shall treat all field trip locations as

though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal, who has been designated as the school's sexual harassment grievance officer.

Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are always prohibited. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Internet Acceptable Use

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Unacceptable Use - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

Lab Expectations – Technology is a privilege that requires respect of and a positive attitude towards. Therefore, while you are in the lab, you are expected to:

1. Consume no food or beverage.
2. Adhere to the Acceptable Use Policy in the Student Handbook.
3. Not to use the computer for games and other recreational uses. Only educational resources *approved by your instructor* may be allowed.
4. Be respectful of others who may be using the lab.
5. Be respectful of technology and all equipment in the lab.
6. Not to wear or use headphones *unless directed by your instructor*.
7. Not use any USB device or other media that is not school approved.
8. Be wary of and report cases of cyberbullying.
9. Log off the computer at the end of your class. Shut down your computer if you're in the last class of the day.
10. Ask for assistance if you need help.

No Warranties - The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the District’s e-mail system constitutes consent to these regulations.

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- 1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- 2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Online Curriculum

Harbor Beach Community School's virtual/online curriculum program (currently Odysseyware) is only used for the following purposes:

1. Credit-recovery: the student took but did not pass/earn credit in a required course and needs to retake it for credit and/or to fulfill a requirement.
2. Schedule conflicts: the student is unable to fit a required or desired course into his/her schedule because of conflicting courses in the master schedule, requiring one or more classes to be virtual.
3. Supplemental courses otherwise not offered: the student has an interest or has future goals in a subject or field not otherwise taught or included in the regular master schedule.
4. Starting in the 2020-2021 school year, it may be used by students who are fully virtual/remote and completing all courses from home in semester or yearly increments (i.e., no switching back and forth in shorter intervals).

If a course is offered in-person, students must take the course in-person unless 1 or more of the above stipulations are met for the course(s) in question.

Parents should carefully consider the unique qualities of their child when investigating if an online/virtual class is right for them. These factors include:

- Can your student create and maintain a study schedule without face-to-face interaction of a teacher?
- Can your student self-advocate and seek help within a virtual setting?
- Does your student possess the independent study habits needed to complete an entire course online without direct supervision?
- Does your student have the reading, writing, math, and computer literacy skills to succeed in a class that is completely online?

The building principal has final say over student enrollment in online programs.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers or chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately, and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Equal Access for Non-School Sponsored Student Clubs

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request after first determining that:

- A. the activity has been initiated by students
- B. attendance at the meeting is voluntary
- C. no agent or employee of the District will promote, lead, or participate in the meeting
- D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. non-school persons do not direct, conduct, control, or regularly attend the activity

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

Homework Policy

Guidelines for the Assignment of Homework and Responsibilities of Students, Parents, and Staff

Rationale: Homework contributes toward building self-discipline, responsibility and lifelong learning habits. It is the intention of Harbor Beach High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom objectives. Homework will be assigned at the teacher's discretion as appropriate for specific course requirements.

Time: Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. More rigorous courses may necessitate more homework. If your teenager is spending a large amount of time doing homework (maximum two hours per night), please contact your child's teachers at 989-479-3261 or via e-mail, which is available at the school website at www.hbpirates.org.

Late Work: All late assignments are marked down by 50% of the earned grade. Assignments will not be accepted after two weeks from the original due date.

Administrator Responsibilities:

- Distribute the school homework policy to staff, students, and parents, particularly at the time of student enrollment.
- Ensure homework policy is effectively implemented throughout the school.
- Include an up-to-date school homework policy as part of their annual school reporting.

Teacher Responsibilities:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback and/or correct homework.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

Student Responsibilities:

- Take notes and write down assignments in planner.
- Be sure assignments are understood; ask questions to clarify when necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently when possible, so it reflects student's ability.
- Produce quality work.
- Follow directions and complete assignments on time.
- When absent, acquire and make up all missed assignments as soon as possible. In the case of an excused absence, students may submit work one day late for each day missed for up to ten days.

Parent/Guardian Responsibilities:

- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area.
- Monitor student's organization and daily list of assignments.
- Access Skyward regularly in order monitor student's progress.
- Contact teachers to stay well-informed about the student's grades and credits.



Harbor Beach Community Schools policies and handbooks are subject to change pending Board approval.

The most current version of the handbook may be found at

<https://www.hbpirates.org/student-handbook1.html>